



## CRITICAL OBSERVATION REPORT

Re: \_\_\_\_\_ Order Number: \_\_\_\_\_

- |  |                 |
|--|-----------------|
| <input type="checkbox"/> Hazardous condition, requires immediate action.                   | Due Date: _____ |
| <input type="checkbox"/> Requires immediate attention, repairs to be completed in 30 days. | Due Date: _____ |
| <input type="checkbox"/> Requires preventative maintenance.                                | Due Date: _____ |
| <input type="checkbox"/> No defects observed.  | Due Date: _____ |

Note: We request a letter after completion of work on due date.

We are in receipt of the Critical Observation Report completed for the above referenced property under your ownership or control. You are hereby notified to commence the necessary repairs and/or preventative maintenance recommended in accordance with the time periods specified by the report and noted above.

Upon completion of each phase of repair and/or preventative maintenance, an inspection of the work shall be completed by the person(s) who conducted the critical observation. The observing party shall then submit written notification to: Scott VanZandt, Senior Building Inspector, 757 Carolyn Avenue, Columbus, Ohio 43224, stating that the repairs have been completed in a satisfactory manner.

Upon receipt of proper notification by the observing party, said property owner shall be in compliance with City Ordinance 1296-85. Subsequent reports shall be required at least one (1) time every five (5) years, thereafter, unless specified otherwise.

Scott VanZandt  
Building Inspector Supervisor  
(614) 645-6371